



TOWN OF NORTH ANDOVER

FINANCE COMMITTEE

Meeting Minutes

Meeting Date: April 3, 2012

Meeting Location: Town Hall, First Floor
Conference Room

Meeting called to order: 6:55PM

Alan LeBovidge AL, Chairman		Ramsey Bahrawy- RB	X
Tom Dugan TD, Vice Chairman	X	Robert Norbedo-RN	X
Ben Osgood-BO	X	Matthew Remis-MRem	
Dan Leary -DL	X		
Peter Besen-PB		Pat Sifferlen, PS, Admin	X
Donald Elliot DE	X		

Non FinCom Members in Attendance

OTHERS: - Sandy Gleed SG, Paul Gallagher (PG), Richard Boettcher (RB), Andrew Melnikas (AMEL), Jeff Coco (JC)
Andrew Maylor (AM)

Note: All FINCOM votes are subject to change upon receipt of new information.

Note: Documents used in this meeting are listed in Document Table, herein.

II. Previous Minutes Approved

March 13,2012	Minutes Approved
March 20,2012	Minutes Approved
March 27, 2012	Minutes Approved

III. New Business

AGENDA ITEM: A. **Budget Discussion Police Department**

Discussion: Town manager gave an overview of Police and Fire Budget. Budget is geared around staff and overtime. Contracts police and fire contracts expire in June money has been set aside in salary reserve for contractual agreements

DE Line item of injury pay overtime up this year?

PG Officers hurt in line of duty reserves have been used.

We use reserve officers more now we are down 3 officers in the department. Reserves have been filling in.

BO What about vehicle fuel?

PG Cruisers are economical. Made assumptions for price increase in budget.

RN there is a line item for Vehicle requested 146K.

PG that was a request for 6 vehicles.

AM recommended 2 vehicles.

DE What is the other charges and expenses?

RB that is a combination of multiple items for example breathalyzer supplies, crossing guard supplies micro-film storage off site, national night out.

TD What is your treatment of the Quinn Bill?

AM Quinn Bill is an education incentive State made a commitment to fund. Since state stopped funding Town has continued to fund Quinn bill at 100% as of 2009 new negotiations with new officers a new format will be implemented with a set pay scale 3K for associates and 6K for Bachelors. Over the years the old format will be replaced. The supreme court decision does not affect us it did not affect every community in the language it was written

TD With the new station are there any additional things that are going to be done or can we assume station is complete

PG Building itself is good. Do need new doors but that is within the operating budget.

BO in the special Revenue the outside details are in negative?

AM We are required to pay outside details within 2 wks not when we receive cash for them in the long run it will be a wash.

AGENDA ITEM: B. Budget Discussion Fire Department

Discussion: TD What is the most positive outcome and challenges of this year's budget?

AMEL Last year's budget implemented change in staffing. I have been working with Town Manager to live under contractual agreements. This budget starts to bring me back to staffing at a safe level. No shortcomings I am pleased with allot of the line items I received. I need to live within the fiscal budget.

TD Why do we charge depts. for water in their budgets

AM: in many other places they no longer charge departments we have continued the practice and given the short time for the budget it was left in there.

BO Vehicle maintenance line item I thought would go down?

AMEL older vehicles with need for repairs o8 ambulance out of service

TD Is some maintenance still done in house:

AMEL We have an individual who gets a stipend for maintenance but for basic jobs. Not certified so major jobs get anything of significance gets sent out. He is my liaison and tells me what needs to be done.

DL Line Item for training looks like it is roughly \$200 P/P for training is that enough?

AMEL: this line item is for classes to maintain skills there is also in service training

TD Can we talk about Facilities?

AM: two new locations have been discussed one at High School location the other at alternative site. Alternative site would have more size and be able to put a drive thru station we have outgrown old building, need to have separate male and female rooms.

BO my concern is 2 fire stations within 2 miles of each other I would think you would go more out country.

AM we are not going to have 3 stations.

BO what is the furniture line item

AMEL: this for new mattresses

BO Fire alarm boxes on pg 93 what portion is from the old system?

AMEL All from old system, right now we are contemplating that once we complete changeover we are looking to still charge because we will still have maintenance issues. 25% have switched still have over 2 years to complete.

BO when this was voted for at Town Meeting the fees were going to be eliminated.

AGENDA ITEM: D. New Business Budget Discussion Emergency Management

Discussion: JC presented Emergency Management budget pg 99. My budget is very small so I allow myself a lot of flexibility. We received an 18K grant for radios (same as police and fire). But we need to provide programming and licensing which cost a couple thousand dollars so this touches our budget I will take out of uniforms to cover cost. 10 people we try to outfit at \$1500.00 p/p(operations)(jacket, boots, helmet, pants) Communication division is made up of HAM Radio operators we are one of the only communities with the auto patch capability to harness a phone line to a HAM radio in emergencies. We have no operation center. Trying to build out our ham radio operations a 36K package slowly building over last 4-5 yrs. Federally mandated agencies that has to be in existence from an act of 1950.

ITEM #	TYPE	FROM	TO	SUBJECT	COMMENTS
1	Budget Book	Town Manager	Mincom	FY13 Budget	
2					
3					

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Stevens Estate Budget from lyne Savage	Pat		

IV. Next Meetings

April 10, 2012 Public Works, Enterprise Fund, Schools. Budget Discussion

V. Adjournment-

Motion: BO
Seconded: DE

Unanimous
Time: 9:00

